



**District of Columbia  
HIV Prevention Planning Group**

**BYLAWS**

**August 2012**

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## **ARTICLE I: NAME**

The name of this organization shall be the District of Columbia HIV Prevention Planning Group (hereinafter PPG).

## **ARTICLE II: PURPOSE**

These Bylaws are the rules and regulations by which PPG activities are governed.

The PPG must also adhere to the 2012 HIV Planning Guidance of the Center for Disease Control and Prevention (CDC), with the PPG Policies and Procedures Manual and with Funding Opportunity Announcement PS12-1201, which is aligned with the National HIV/AIDS Strategy (NHAS).

## **ARTICLE III: ROLES AND RESPONSIBILITIES**

The CDC requires that the District of Columbia Department of Health (DOH), as a recipient of CDC funds for HIV prevention, have in place a prevention planning process.

The role of the PPG is to collaborate with the Department of Health in the development of a jurisdictional HIV prevention plan that includes coordination of HIV programs across government; businesses; faith communities; community/primary health care centers; other medical providers; educational institutions; people living with HIV/AIDS (PLWHA); care planning groups; and other key stakeholders within the jurisdiction.

The roles and responsibilities of the PPG, the Department of Health, the HIV Planning Coordinator and the CDC are described in detail in the 2012 HIV Planning Guidance. They include:

### ***A. HIV Prevention Planning Group***

1. Inform the development or update by the Health Department of a jurisdictional HIV Prevention Plan that includes coordination of HIV prevention, care and treatment programs, with the ultimate goal of eliminating new HIV infections in the District of Columbia.
2. Elect the Community Co-Chair and Vice Community Co-Chair
3. Review the DC Comprehensive HIV Prevention Plan submitted to the CDC to determine and submit a letter to the CDC indicating whether it concurs, concurs with reservations or does not concur that it allocates resources to the areas and populations with the greatest HIV disease burden.

### ***B. Department of Health, HIV/AIDS Hepatitis, STD and TB Administration (HAHSTA)***

1. Establish and maintain a Prevention Planning Group that meets the goals, objectives and operating principles described in CDC's 2012 Planning Guidance and supporting the planning process, via funding, staff and other resources as needed.
2. Identify the populations with the greatest burden of the epidemic and those populations at greatest risk for HIV transmission and acquisition, using epidemiologic data and other data sources, and ensure that prevention resources are allocated and disseminated to the areas with the greatest HIV burden.
3. Develop and implement an engagement process with strategies to ensure a coordinated, collaborative and seamless approach to assessing HIV prevention, care and treatment services for the highest risk populations, with assistance from the PPG.

4. Provide the PPG with information on its funding applications to the CDC and its relationship to accomplishing the goals of the CDC Division of HIV/AIDS Prevention and the National HIV/IDS Strategy (NHAS).
5. Appointing the Government Co-Chair of the planning group.

### ***C. Shared responsibilities***

Together the PPG and HAHSTA are responsible for process management, including the development of policies and procedures that address membership selection, the roles of members and committees, decision-making and conflict resolution.

### ***D. PPG members***

PPG members are required to:

1. Attend all regular meetings and special meetings.
2. Join and actively participate in at least one standing committee, effective January 1, 2013
3. Participate in all decision making and problem-solving. New members are required to attend an orientation on prevention planning before they are eligible to vote on the PPG.
4. Have no conflict of interest as they undertake the activities of the PPG. In all activities, particularly ones that result in recommendations concerning the allocation of funds or assessment and evaluation of programs and needs, should a member have a conflict of interest, he/she shall declare the nature of his/her conflict prior to voting on that item.

### ***E. Co-Chairs***

1. The PPG Co-Chairs shall jointly preside over all regular and special meetings of the PPG and the Operations Committee, provide leadership and direction to the PPG by ensuring that all members understand and exercise their responsibilities in regard to accomplishing the mission and goals of the planning group, and assures that the planning process used by PPG meets the specific requirements and intent expressed in CDC's Guidance.
2. Both Co-Chairs shall sign all official communications of the PPG.
3. Either one of the Co-Chairs can call a special meeting of the PPG or of the Operations Committee.
4. The Co-Chairs or the Vice Community Co-Chair shall represent the PPG in all official functions in which the PPG is asked to participate. If none of the Co-Chairs can represent the PPG, they can ask a member of the PPG to represent the PPG in their stead, with the limitations on communications as indicated in Article X.
5. The Co-Chairs may make decisions on PPG operations in emergency situations when the PPG cannot be convened. Decisions on policy, priority setting, funding and concurrence with the DOH funding application can only be made by simple majority vote of the membership or by the Operations Committee if it is authorized to do so by a simple majority vote of the membership. If time allows, the Co-Chairs shall call a Special Meeting of the PPG as specified in Article VII (B).

## **ARTICLE IV: MEMBERSHIP**

### ***A. Composition and selection process***

1. The PPG shall be composed of twenty-five (25) members, which shall include the government and community Co-Chairs.
2. The selection of PPG members must abide by the fundamental tenets of community planning: parity, inclusion, and representation. The protocol for submission, review of applications, selection and appointment of members should be clearly delineated in the Policies and Procedures Manual.

### ***B. Eligibility to Vote***

All members shall have full voting privileges on PPG business. New members can only vote after they have completed a PPG orientation on prevention planning.

### ***C. Term of service***

1. Each member of the PPG shall be appointed for a term of two (2) years. No member may serve more than three (3) consecutive 2-year terms. A member may re-apply for membership after one year of nonmember status.
2. In the event that the term of the Community Co-Chair or the Community Vice Community Co-Chair as a member of the PPG is set to end before her/his term as Co-Chair or Vice Community Co-Chair ends, her/his membership in the PPG will be extended automatically until the end of her/his term as Community Co-Chair.
3. Members may resign their membership in the PPG at any time during their tenure. Resignations may be made by sending a letter to the full PPG in care of the Co-Chairs. Once a member resigns, their alternate will not be allowed to continue representing him or her, but may apply for membership on his/her own behalf.

## **ARTICLE V: MEETINGS**

### ***A. Frequency of Meetings and Special Meetings***

Regular meetings of the full PPG shall be held on a schedule approved annually by the PPG that is duly noticed and posted. Operations Committee and Standing Committee meetings shall be held as necessary to complete the scopes of work. Special meetings may be called and scheduled by the DOH Director, the Co-Chairs or by six (6) or more PPG members.

The two co-chairs may also cancel a regularly scheduled meeting when conditions, such as inclement weather, would make member participation difficult.

### ***B. Meeting Announcements***

Each regular meeting of the PPG, Operations Committee and its Standing Committees shall be publicly announced at least two (2) weeks in advance and each special meeting should be announced at least seventy-two (72) hours in advance of the meeting. In urgent circumstances, where the previously stated advance notice can't be provided, changes in the location or schedule of meetings shall be publicly announced as soon as possible after changes are made.

### ***C. Quorum***

At any meeting of the full PPG and any of its committees, including the Operations Committee, the presence of one-third ( $\frac{1}{3}$ ) of the current number of members, (including registered alternates who are present for absentee members), shall be necessary to constitute a quorum for the purpose of engaging in any formal decision-making.

### ***D. Public Access***

The meetings of the PPG are open to the public, must abide by the appropriate DC laws and regulations, and shall be governed by the most recent edition of Robert's Rules of Order and the Decision Making Process described in the Policies and Procedures Manual.

### ***E. Meeting Materials***

Procedures for developing and distributing meeting agendas, voting and other procedural issues should be clearly delineated in the Policies and Procedures Manual.

## ***E. Attendance***

PPG members are responsible for attending all PPG meetings. Members may be removed if they fail to attend at least fifty percent (50%) of regular and special meetings that are not attended by an alternate in the member's stead, as outlined, and up to the maximum established, in the Policies and Procedures Manual.

The protocol for attendance by alternates and participation by conference call, and the procedures for dealing with excessive absences, should be clearly delineated in the Policies and Procedures Manual.

Members of the Operations Committee, standing committees and ad hoc committees may be removed from the PPG if they miss more than three (3) committee meetings in a 12 month period. The protocol for dealing with excessive absences should be clearly delineated in the Policies and Procedures Manual.

These attendance requirements supersede all prior requirements and go into effect on August 8, 2012, the date of the adoption of these Bylaws.

## **ARTICLE VI: NUMBER AND SELECTION OF OFFICERS**

### ***A. Number and Selection***

1. There shall be two (2) Co-Chairs of the PPG and one (1) Vice Community Co-Chair.
  - a. Government Co-Chair: One (1) Co-Chair will be a government representative appointed by the Director of DOH and shall serve at the discretion of the Director. The Government Co-Chair coordinates overall planning and ensures that the planning process is carried out effectively, involves other parts of the health department, and promotes community participation from diverse groups. The government Co-Chair may designate a representative of DOH when she/he is unable to attend any meeting of the PPG or the Operations Committee. The designee shall have the same voting rights as the Government Co-Chair.
  - b. Community Co-Chair: The other Co-Chair will be a representative of the community and shall be elected by a simple majority vote of the PPG members at a duly called, noticed meeting with a quorum and shall serve for two (2) years. A member may only serve as Co-Chair for one two-year term.
  - c. Vice Community Co-Chair: The Vice Community Co-Chair will be a representative of the community and shall be elected by a simple majority vote of the PPG members at a duly called, noticed meeting with a quorum and shall serve for two (2) years. A member may only serve as Vice Co-Chair for one two-year term. The Vice Community Co-Chair shall represent her/him when the Community Co-Chair is unable to attend any meeting of the PPG or the Operations Committee, or represent the community interest in any duly called meetings with regard to PPG business.
2. The Community Co-Chair and the Vice Community Co-Chair shall be elected by simple majority vote of the PPG members present at a duly called, noticed meeting with a quorum.
3. In the event that the Community Co-Chair leaves that position before her/his term ends, or ceases to be a member of the PPG the Vice Community Co-Chair shall assume the position of Community Co-Chair until new elections for Community Co-Chair are held. The election of a new Community Co-Chair shall take place within two (2) months of the departure of the Community Co-Chair.
4. In the event that neither the Community Co-Chair nor the Vice Community Co-Chair can attend a meeting of the Operations Committee or the PPG, the Community Co-Chair may designate a

representative from among the members of the Operations Committee. The designee shall have the same responsibilities as the Co-Chair.

5. Each standing committee will have one chair and one vice-chair. Committee chairs and vice chairs shall be selected by committee members and submitted for approval by the full PPG and shall serve for six months or until the end of their term as PPG members. Chairs and vice-chairs may serve up to four terms (2 years) in that position. The role of the committee chair is to provide leadership and direction by ensuring that all members understand and exercise their responsibilities in regard to accomplishing the mission and goals of the committee, and ensuring follow-through of all committee tasks.

### ***B. Duties***

1. The Co-Chairs shall jointly preside at all meetings of the PPG and the Operations Committee and perform all other duties necessary or incidental to the position.
2. The Co-Chairs shall serve as Co-Chairs of the Operations Committee and shall be ex-officio members of all standing committees.
4. The Vice Community Co-Chair shall have all duties as assigned by the Community Co-Chair and shall have all duties of the Community Co-Chair in the absence of the Community Co-Chair.

### ***C. Terms of and Removal from Office***

1. The term of office for the Community Co-Chair shall be one (1) year or until she/he is removed from office by the PPG.
2. In the event that the term of the Community Co-Chair as a member of the PPG is set to end before her/his term as Co-Chair ends, her/his membership in the PPG will be extended automatically until the end of her/his term as Community Co-Chair.
3. In the event that the Community Co-Chair vacates the post for any reason the Vice Community Co-Chair shall ascend to the position of Community Co-Chair. Elections for new Community Co-Chair should be held within two (2) months of the vacancy occurring.
4. The government Co-Chair shall serve until a new government Co-Chair is named by the Director of DOH or his/her designee.
5. Any Community Co-Chair or Vice Community Co-Chair can be removed from office with a two-thirds (2/3) majority vote of the members of the PPG for significant cause. Such individuals would remain PPG members. Cause for removal shall consist of but not limited to repeatedly neglecting the responsibilities of the position.

A signed written letter for removal of an Operations Committee member can be submitted by any CPG member addressed to the Operations Committee. The affected member shall have the right to respond to the letter in writing within 15 days of receipt of the letter to the Operations Committee. If the original complainant withdraws the complaint, the issue is dissolved. If the complainant does not withdraw the complaint, both the letter making the motion for removal as well as the written response shall be brought before the PPG for a closed ballot vote for resolution. The group will be given ample time to discuss the issue prior to the vote.

## **ARTICLE VII: COMMITTEES**

### ***A. General***

1. Standing and Ad Hoc Committees of the PPG may be created at any time to meet the operational needs of the PPG

2. The PPG must approve the formation of Standing Committees, and approve the chairs and vice chairs selected by committee members by a simple majority vote during a duly called meeting with a quorum. All standing committees must have charters approved by the PPG before they begin working.
3. Any standing committee shall have such powers and duties as the PPG may determine through these Bylaws or by resolution. Any action or decision of a committee that affects the structure or operations of the PPG must be ratified by the full PPG
4. The PPG as a whole or the Co-Chairs of the PPG may create Ad-Hoc Committees determine their duties and the deadlines for completing their work, which shall not exceed twelve (12) months, and recruit their chairs.
5. Committees may be composed of PPG members, their alternates, and residents of the District, but only PPG members and alternates are eligible to vote in committee meetings, unless the PPG determines otherwise by resolution.
6. The duties of Committee Chairs and Vice-chairs include:
  - Developing a work plan, with input from committee members, to accomplish the goals and objectives of the group
  - Convening all committee meetings, developing meeting agendas, and ensuring that all members are focused on the goals and objectives of the group
  - Reporting on a monthly basis to the Operations Committee and to the full PPG on the activities, issues, and concerns of the committee
  - Forwarding recommendations or work products to the Operations Committee monthly as provided for in the Policies and Procedures Manual.

## ***B. Standing Committees***

### **1. Operations Committee**

#### **A. Membership**

The Operations Committee shall have seven (7) members: the community and government co-chairs, the Vice Community Co-Chair, and four members elected by the membership of the PPG.

#### **B. Responsibilities**

The Operations Committee is responsible for providing leadership for the PPG, determining the PPG agenda, devising and drafting goals, including objectives and work plans, conducting strategic planning necessary to facilitate the completion of the Prevention Plan, and planning and conducting collaborative activities with the Ryan White Planning Council. At its discretion it may also conduct any tasks or lead any process that does not require the creation of an ad hoc committee.

#### **C. Terms**

The Community Co-Chair, the Vice Community Co-Chair and the Government Co-Chair will serve on the Operations Committee until the completion of their current terms of office.

The Operations Committee members chosen by the members would each serve for 24 months or until the completion of their current term in the PPG, whichever comes first.

No individual may serve on the Operations Committee for more than two (2) consecutive 2-year terms, with the exception of the co-chairs.

#### **D. Selection and Election of Operations Committee members**



The election of the Operations Committee members by the membership would take place every 12 months. If any of these four positions becomes vacant for any reason a new member would be elected within two (2) months of the vacancy occurring.

Either Co-Chair shall call for nominations of candidates for the positions to be filled by election at any meeting in which the agenda includes the nomination of candidates for that position. Nominations may be made by any member of the PPG with the second of any other member. After nominations have been made, the Co-Chair shall, on motion, declare the nominations closed, and thereafter no further nominations may be made.

The four members chosen by the PPG membership shall be elected by simple majority vote of the PPG members voting at a duly called, noticed meeting with a quorum.

## **2. Program Development Advisory Committee (PDAC)**

Responsibilities: Serves as liaison between HAHSTA and the PPG for the development of the Prevention Plan; reviews the Plan and collects input from the PPG as it is developed; represents the PPG in the Engagement Process and makes recommendations on the Plan to HAHSTA and to the PPG; reviews HAHSTA's annual funding application to the CDC and makes recommendations to the PPG on the letter of concurrence, following the procedures included in the Policies and Procedures Manual.

## **3. Membership Committee**

Responsibilities: Conducts recruitment of new members and makes recommendations for membership to the Operations Committee and the PPG, conducts or coordinates training, mentoring, and other activities to ensure new and current members understand and can fully participate in the planning process, enforces policies for PPG attendance and participation, and recommends alternates for membership when members are removed or resign for approval by the PPG, following the procedures included in the Policies and Procedures Manual.

# **ARTICLE VIII: OFFICIAL COMMUNICATIONS AND REPRESENTATIONS**

## ***A. Communications***

No officer or member of the PPG shall perform any act or make any statement or communication under circumstances that might reasonably give rise to an inference that he or she is representing the PPG (public acts, statements, or communications in which he/she is identified as a member of the PPG) except in the following instances:

1. Actions or communications that are clearly within the policies of the PPG and have been authorized in advance by the PPG or the Operations Committee.
2. Actions or communications by the Co-Chairs, or a committee chair, that may be necessary for and incidental to the discharge of duties imposed upon them by these Bylaws or by resolutions of the PPG or the Operations Committee.

## ***B. UCHAPS Representation***

The District of Columbia is a member of the Urban Coalition for HIV/AIDS Prevention Services (UCHAPS). The goal of UCHAPS is to come together as a coalition to enhance HIV prevention activities in highly impacted urban jurisdictions. UCHAPS is governed by a steering committee and delegations of community and governmental representatives from each jurisdiction.

### ***Community Representation to UCHAPS***

The DC HIV Prevention Planning Group (PPG) shall designate two community representatives and one community alternate to the DC Delegation. In the interest of achieving continuity over time in the Delegation, representation and mentoring of the community leadership of the Prevention Planning Group within UCHAPS, and flexibility to meet emerging needs, the community representation to the delegation will be filled as follows:

- a) One community representative position will be filled by the current Community Co-Chair of the PPG.
- b) The second community representative position will be appointed by the PPG Co-Chairs based on existing needs within the Delegation.
- c) The community alternate position will be filled by the Vice Community Co-Chair.

### ***Report Back***

The Operations Committee of the PPG will establish a format for report-back after each UCHAPS meeting from the community delegation to the full body of the PPG, and for the community at large.

## **ARTICLE IX: FUNDING AND EXPENSE REIMBURSEMENT**

### ***A. PPG Operations***

HAHSTA will designate such funds as it deems necessary for the effective operation of the PPG and its committees and for the prevention plan engagement process.

### ***B. Travel and Meeting Expenses***

When required to travel in the performance of their PPG duties, members may be reimbursed from PPG funds for their reasonable traveling expenses, including transportation, lodging, meals, mileage, parking, and conference registration.

## **ARTICLE X: MAINTENANCE OF RECORDS**

Files containing PPG minutes, correspondence and records shall be maintained by HAHSTA. Copies of these documents shall be available to the public upon request. Records may be reviewed by appointment.

## **ARTICLE XI: AMENDMENTS**

The HPCPG shall have the power to recommend and approve alterations, amendments, or the repeal of these Bylaws at any meeting at which a quorum is present, or through electronic means, provided that:

- 1. Written notice of the proposed change is given at least five (5) working days prior to the meeting at which voting will take place, or ten (10) working days prior to completion of the period for electronic voting, and,
- 2. Amendments are approved by a two-thirds majority of those members present at a meeting and voting, or two thirds of all members when the vote is conducted electronically (by e-mail).

## ARTICLE XII: DEFINITIONS OF TERMS

As used in these Bylaws, the following terms shall be construed to mean:

- A. **Administrative Agent:** The DC Department of Health's HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA) is the governmental entity responsible for programmatic and financial oversight of HIV prevention planning funds from the HIV Prevention Cooperative Agreement with the CDC.
- B. **Standing Committees:** These are permanent bodies of the HPCPG that are delegated particular tasks as defined by the HPCPG convened in full. The number and specific duties of each committee will also be determined by the full HPCPG. The composition shall be determined by each respective committee and the chair/s of the committees will be determined by the Co-Chairs of the HPCPG.
- C. **Ad Hoc Committees:** These are committees set up to carry out a particular task over a specific period of time. The HPCPG as a whole shall determine how long the committees will serve their function. Membership in these committees is to be determined at the time of their creation by the Co-Chairs of the HPCPG.
- D. **Contractor for Logistical Support Services:** The organization that enters into a contract with the Administrative Agent to provide the administrative services and logistical support requested by the HPCPG.
- E. **Target Population:** An identified affected population that, based on the number of AIDS cases, epidemiology, seroprevalence and demographic data, and because of practiced behaviors, is at higher risk of contracting and spreading HIV infection than the general population.
- F. **Underserved Community:** An identified affected community, which, because of geographic location, socioeconomic status or other circumstances, has been traditionally underserved by HIV prevention services and, even though it may not have the documented number of AIDS cases, is recognized as a community at high risk for HIV infection. Also known as a "special population."
- G. **Members:** Those individuals who have been duly and lawfully appointed to the HPCPG by a majority vote of the HPCPG, based on the recommendations of the HPCPG's Operations Committee after review by the Department of Health.
- H. **Alternate Members:** Those individuals who represent HPCPG members when they are unable to attend HPCPG or committee meetings, up to a maximum of 2 regular or special HPCPG meetings per year. Alternates are designated by members – who must submit an alternate registration form to the Administrative Agent – and must represent the perspectives of the same HIV risk population as the member. Members must report any changes in alternate to the Administrative Agent in writing.
- I. **Ex-Officio Members:** Those non-voting individuals who represent and are named by government agencies that provide services to individuals living with or at risk for HIV, including the Division of Sexually Transmitted Disease Control Program, the Addiction Prevention and Recovery Administration, the Department of Corrections and D.C. Public Schools.

- J. Simple Majority: A majority in which the highest number of the votes cast for any candidate, issue or item exceeds the second-highest number, while not constituting an absolute majority.
- K. Two Thirds Majority: A majority in which two-thirds of the votes cast in favor of approval for any candidate, issue or item under consideration by the HPCPG.
- L. Parity: The ability of members to equally participate and carryout planning tasks/duties.
- M. Inclusion: Meaningful involvement of members in the process with an active voice in decision-making. An inclusive process assures that the views, perspectives, and needs of all affected communities are actively included.
- N. Representation: The act of serving as an official member reflecting the perspective of a specific community, including the community's values, norms, and behaviors (members should have expertise in understanding and addressing the specific HIV prevention needs of the populations they represent).